

# YOLO COUNTY CHILDREN'S ALLIANCE & CHILD ABUSE PREVENTION COUNCIL



www.yolokids.org

## JOB ANNOUNCEMENT: Family Resource Center Aide (FRC Aide), AmeriCorps (bilingual preferred)

- Full time
- Location: West Sacramento
- Childcare (income qualify)
- Healthcare
- Education Award (\$10,000)
- Forbearance/Interest Accrual (student loan must qualify)
- Modest Living Stipend up to \$20,825 (wage is roughly 11.50/hour)

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### AVAILABLE AMERICORPS SERVICE POSITION:

3 Full-Time Family Resource Center Aide (M-F 8am to 5pm) some evenings and weekends service required. Bilingual individuals encouraged to apply—Spanish, Russian, Farsi, or other.

### SUMMARY:

The primary responsibility of the Family Resource Center Aide (FRC Aide) is to connect Yolo County families with essential services and resources in order to promote family stability and to prevent crisis situations and entry or re-entry into the Child Welfare System. The FRC Aide shall serve as the family's primary contact within the service site and is responsible for developing a relationship with the family and working with the family at the service site to build upon strengths and enhance self-sufficiency.

### ABOUT YOLO COUNTY CHILDREN'S ALLIANCE:

The Yolo County Children's Alliance was established in 2002 by a resolution of the Yolo County Board of Supervisors as a way of addressing a number of community concerns that impact children and their families such as health insurance, access to health care services, and child abuse and neglect. We are a 501(c)(3) organization and also an inter-agency collaborative, coordinating needed family support services, convening child and family advocates to mobilize community assets and solve community problems.

### ABOUT AMERICORPS:

AmeriCorps is a community service program that is funded by the government and participating community partners, which is designed to help communities meet the specified needs in their area by recruiting and training individuals who are willing to devote a limited period of time serving in selected community projects. Service programs strengthen communities, encourage responsibility, expand opportunities for education, provide service experience, and increase life skills. For more information on AmeriCorps, please visit [www.americorps.gov](http://www.americorps.gov).

AmeriCorps members that successfully complete a Full-time 1700-hour service term approved through FY 2019 AmeriCorps State funding will be eligible to receive a combined \$10,000 AmeriCorps Education Award (\$6,095 Segal AmeriCorps Education Award and \$3,905 California for All Education Award). Members may use the education award to pay for current educational expenses at an eligible institution, to repay qualified student loans, or to do both.

### To be an AmeriCorps member, you must meet all of the following criteria:

- Be a Citizen of the United States or Lawful Permanent Resident
- Have a High School Diploma, GED Certificate, or College Transcripts
- Have a Social Security Card
- Have a Valid Driver's License & Have Valid Auto Insurance
- Complete the AmeriCorps Application with 2 References
- Pass a FBI / DOJ Background Check and Motor Vehicle Record Check

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

### **Family Support: 60%**

- Deliver Nurturing Parenting Program effective parenting education to parents of children 0-18 years of age through service site-based workshops.
- Provide parents with information regarding age appropriate development for their children and techniques they can use to enhance their child's development.
- Conduct a variety of screenings and assessments, including the AAPIs (Adult-Adolescent Parenting Inventory), on assigned families.
- Meet with assigned families to provide crisis intervention services to remedy short-term and long-term needs (such as provide assistance accessing Health Insurance and other Health Programs, access to Emergency Food/CalFresh, and other supportive services).
- Perform case management and complete associated documentation.
- Work with families to empower them to engage in problem solving.
- Work with families to develop, review, and update their Family Support/Nurturing Plans.
- Utilize community resources, effective parenting curriculum, and supportive problem solving to help families meet their goals.
- Advocate for and act as a liaison for families with existing community services and agencies, which may include routine translation and interpretation.

### **Supervision and Training: 15%**

- Participate in weekly individual supervision meetings with Supervisor.
- Participate at least once a month in Case Conferencing/Multi Resource Team Meetings.
- Participate in monthly AmeriCorps member meetings/team building activities.
- Participate in required trainings provided by Prevent Child Abuse California (PCA CA), including Nurturing Parenting Program training, and Service Site specified trainings.
- Attend mandatory PCA CA quarterly member check-ins.

### **Outreach/Volunteer Generation: 10%**

- Assist with and participate in outreach, community engagement, and volunteer generation.
- Coordinate volunteers that assist at the Service Site.

### **Program Documentation, Data Collection, & Evaluation: 10%**

- Maintain updated and accurate records on case management work, included but not limited to progress notes and referral tracking.
- Conduct AAPIs (Adult-Adolescent Parenting Inventory) pre- and post-assessments on parents participating in Nurturing Parenting Programs lessons.
- Complete documentation as required by PCA CA Contract and Service Site, including, but not limited to, Family Support/Nurturing Plans, Data Collection Forms for Services Provided to Beneficiaries, and Assessment Tools.

### **Other Duties Related to Service Activity: 5%**

- Assist with and participate in off-site activities such as outreach, health clinics, fairs, and events.
- Assist with and participate in the service site/Family Resource Center (FRC) as needed (i.e., play care, community events/fairs, and other on-site events, etc.).

### **Principal Working Relationships:**

- AmeriCorps Service Site Supervisor
- YCCA Program Manager
- PCA CA AmeriCorps Program Coordinator
- West Sacramento Family Resource Center Site Staff

- Other YCCA Staff
- PCA CA and Sacramento Child Abuse Prevention Center Staff
- Families
- Various Community-Based Services Agencies

**ESSENTIAL QUALIFICATIONS:**

- Must be able to read, write, speak and understand the English language.
- Basic computer skills (particularly Microsoft Excel and Word).
- Ability to work with diverse workgroups and serve families with diverse economic, social, racial, and cultural backgrounds.
- Knowledgeable about local community resources.
- Ability to establish and maintain personal /programmatic boundaries while providing services.
- Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value systems and behavior norms.
- Experience in working with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Demonstrate good writing and organizational skill.
- Skill to maintain a professional, confidential work environment.
- Ability to manage multiple tasks in an efficient manner.
- Knowledge of child abuse issues, substance abuse and family dynamics

**TO APPLY:**

Please submit an email with resume, a completed YCCA job application, a list of current references and a cover letter, as separate attachments to: [YCCAjobs@gmail.com](mailto:YCCAjobs@gmail.com). Write “FRC Aide, AmeriCorps 2019” in the subject line of your email. Your resume, application, references and cover letter must all be received, as attachments, in order to be considered. YCCA job application can be downloaded here: <https://www.yolokids.org/career-opportunities>

**ABOUT YOLO COUNTY CHILDREN’S ALLIANCE:**

*The Yolo County Children’s Alliance was established in 2002 by a resolution of the Yolo County Board of Supervisors as a way of addressing a number of community concerns that impact children and their families. The mission of the Yolo County Children’s Alliance is to assess, coordinate and act to strengthen and support the continuum of prevention and intervention services and resources for children, youth and their families.*

*We Are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, national origin, age, sexual orientation, marital or veteran status, physical or mental disabilities, or any other legally protected status.*